

AKO Email Guide

AKO Webmail (using a browser)

Highlights:

1.

www.us.army.mil



1. Getting "Webmail" from the Army Portal:

- Go to www.us.army.mil and either click the "Sign-In" button to access the Army Portal.
- Click the "Webmail" tab at the top to open the Log-In window.

2.

 A screenshot of the AKO WebMail login form. The 'Username' and 'Password' input fields are circled in blue. The form includes a 'Login' button and a 'New Window' checkbox. A sidebar on the right lists various client and FAQ links.

2. Entering the Username/Password:

- Enter the same AKO "Username" and "Password" in the text field.
- Now you are in AKO Webmail.

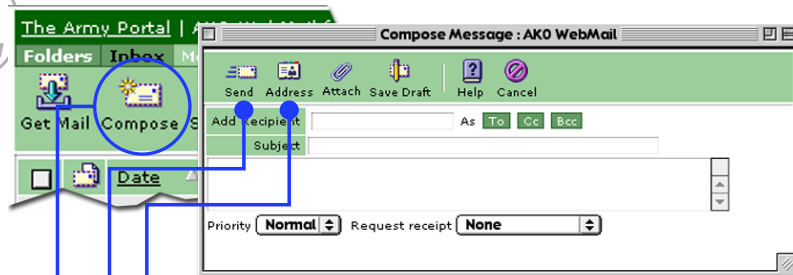
3.



3. Reading email:

- Click the "Message" tab at the top to read your first message; you can also click the message title on any message to read that message.
- You can sort on "Date", "From", "Size" or "Subject" fields. Just click on any title to sort your emails by that field.

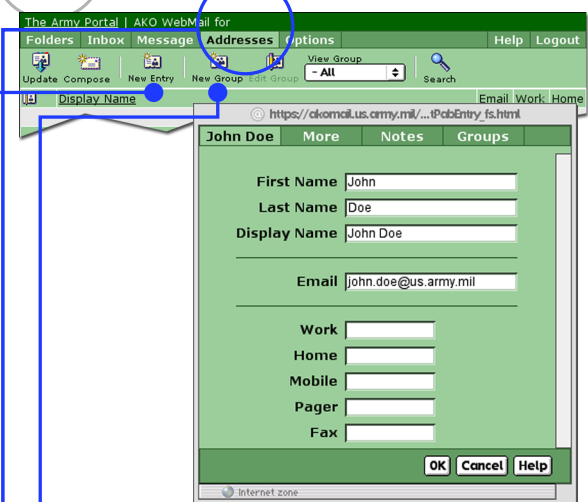
4.



4. Composing email:

- Click the "Compose" button
- Click "Address" to search the AKO directory for an addressee.
- Set priority and read receipt options with the pull-down menus.
- Click the "Send" button to send.

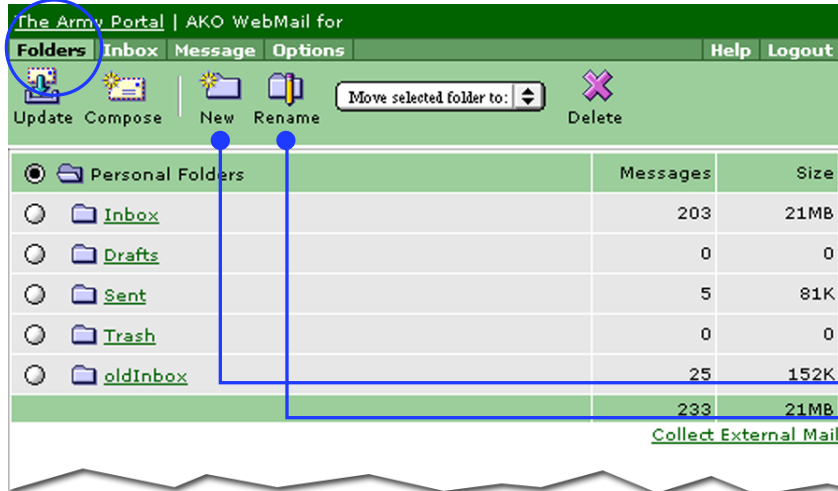
5.



5. Personal Address Book – Click the "Addresses" tab.

- Click "New Entry" to add someone's email address and personal information to your Personal Address Book.
- Click "New Group" to organize your Address Book entries into groups.

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6. Personal folders – Click the “Folders” tab.

- a. Click “New” to create a new folder.
- b. Click “Rename” to rename folders.

You have up to 50MB to store mail in your folders!



7. Options – Click the “Options” tab.

- a. Account Summary lists your AKO email address and a summary of your disk consumption.
- b. Personal Information allows you to set your language, reply-to address, your signature, and information for your Vcard (a virtual business card that you can attach to your emails).
- c. Settings allows you to specify what to do with sent mail and email drafts.
- d. Appearance allows you to select your personal color scheme, message sort order, toolbar and font options.
- e. Vacation Message allows you to set a specific “Out of Office” reply if you are unavailable.

AKO Webmail also offers online help – click the “Help” button when you are composing a message. You can also click the “Help/Feedback” button on the Army Portal to send questions or comments to the AKO Helpdesk.

We hope you enjoy the features of AKO Webmail!

– The AKO Team

Configuring An Email Client (Outlook, Netscape)

For detailed step-by-step instructions on how to configure Outlook, Outlook Express, or Netscape Messenger as your mail client, please log onto www.us.army.mil and then:

1. Sign-in with your password to access the Army Portal page.
2. Click the “Webmail” button.
3. Click either **WebMail FAQ**, **Microsoft Outlook FAQ**, or **Netscape Messaging FAQ** links under **E-Mail Client FAQ's**.

Instructions will show you how to get the most out of your email client software when using AKO.

AKO Helpdesk

Toll Free:
1-877-AKO-USER
(256-8737)

DSN: 654-3791

e-mail:
help@us.army.mil

Hours: 0600 - 2200 EST